



# ***THE COMMONWEALTH OF MASSACHUSETTS***

## **DEPARTMENT OF VETERAN'S SERVICES**

**600 Washington Street, SUITE 1100**

**Boston, MA 02111**

TEL: (617) 210-5480

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MITT ROMNEY  
GOVERNOR

KERRY HEALEY  
LIEUTENANT GOVERNOR

THOMAS G. KELLEY  
SECRETARY

### **Formation of a Veterans' Service District**

November 3, 2004

#### **I. Local Department of Veterans' Services - Two or More Contiguous Towns under Section 3 of Chapter 115.**

In accordance with M.G.L. ch 115 s. 3: and Chapter 471 of the Acts of 1972 "Two or more *contiguous* towns may, by vote of the selectman, appoint one person to serve as veterans' agent for such towns and may apportion the payment of compensation among such towns." (Emphasis added).

##### **1. Formation under Section 3 of Chapter 115**

- a. by a vote of the selectman appoint one person to serve as a veterans' agent
- b. by a vote of the selectman apportion the payment of compensation
- c. the appointed veteran's agent must be a full time agent if any town has a population of twelve thousand or more people
- d. the appointed veterans' agent may be a part time agent if all towns have a population less than twelve thousand

#### **II. Formation of a Veterans' Service District Department under Sections 10 through 14 of Chapter 115**

##### **1. Prior Approval of Secretary Necessary to Form or Expand a District**

In accordance with 108 CMR 12.02(1): "The Secretary, relying upon the statutory authority of M.G.L. c. 115, § 14, requires any municipalities contemplating the formation or expansion of a district to submit a request for approval prior to forming or expanding a district."

Furthermore, as enumerated in 108 CMR 12.02(2), certain information must be provided to the Secretary when requesting approval to form a district. The information that must be provided is:

- (a) the names of each municipality seeking to form a district,
- (b) the population of each municipality
- (c) the position title of each person to be employed
- (d) the central office location
- (e) any satellite office location, and
- (f) hours of operation for the central office and every satellite office

##### **2. Voting of Municipalities**

In accordance with M.G.L. ch. 115 s. 10: "Two or more *adjoining* towns, or two or more *adjoining* municipalities, **only one of which is a city**, may, in a city by vote of the city council, and in a town by a vote of the selectman thereof, form a district..." (Emphasis added). Each department so established and maintained shall be known as the department of veterans' services, and the officer in charge thereof shall be known as the director of veterans' services.

##### **3. Formation of the District Board**

In accordance with M.G.L. ch. 115. s. 11, once a district has been established under M.G.L. ch. 115 s. 10, then there shall be a board composed of:

- a. the mayor or his designee of such city, if any, as may be included in the district

- b. the chairman of the board of selectman or its designee of each town, if any, included in said district
- c. the town manager or his designee in a municipality with a town council form of government, if any, included in said district

#### 4. Duties of the District Board

In accordance with M.G.L. ch. 115 ss. 10 and 11 the District Board shall:

- a. appoint, fix the compensation of, and may remove the director of veteran services of said district
- b. direct the appointed director of veterans' services to perform the duty of his office in each of the municipalities comprising the district
- c. appoint, fix the salary of, and remove, a deputy or assistant to such director, if in the opinion of said board such an officer is necessary
- d. designate the treasurer of one of the municipalities comprising such district as the treasurer of the district
- e. determine the expenses of said director and deputy or assistant and the department under the charge of said director
- f. may apportion said expenses of the director and deputy or assistant among the several municipalities comprising such district on the basis of any of the following:
  - i. the taxable evaluation of said municipalities as established by the general court as a basis of apportionment for state and county taxes
  - ii. on the basis of the population of each municipality in such district based on the most recent federal census
  - iii. by any means determined by a unanimous vote of said board to be fair and equitable to each community
- g. promptly notify treasurers of said municipalities of manner of selected apportionment
- h. order the city or town treasurer of each of the constituent members of the district from time to time pay to the district treasurer a sum or sums not exceeding, in the aggregate, the amount certified by the board as its respective share of the costs and expenses of the district\*
- i. receive from the district treasurer a bond, from a surety company authorized to transact business in the commonwealth as a surety, for the faithful performance of district treasurer's duties as treasurer of the district in such sum and upon such condition as said district board may require
- j. approve warrants to allow the district treasurer to disburse the money received under the provisions of section eleven
- k. may appoint an unpaid advisory board to the department of veterans' services

\* If a city or town becomes a member of a district at a time when it is too late to permit an assessment as provided by sections ten to fourteen, inclusive, such city or town may appropriate and pay to the district treasurer an amount representing its proportionate share of the expenses of the district for the period ending December thirty-first in the year in which such city or town becomes a member of the district.

#### 5. Duties of District Director of Veterans' Services

The district director shall act as a veterans' agent in accordance with the duties bestowed upon a veteran's agent in accordance with M.G.L. ch. 115.

Furthermore, in accordance with M.G.L. ch. 115 ss. 2 and 10 the director of veterans' services shall:

- a. ensure the department furnishes such information, advice and assistance to veterans and their dependents as may be necessary to enable them to procure the benefits to which they are or may be entitled relative to:
  - i. employment opportunities
  - ii. vocational opportunities
  - iii. medical care
  - iv. hospitalization
  - v. other veterans benefits (including ch. 115 benefits)
  - vi. U.S. Department of Veterans' Affairs benefits under ch. 115, and any and all other federal benefits
- b. perform the duties of his office in each of the municipalities comprising his district under the direction of the district board
- c. receive compensation for enforcement of such purposes and of such other provisions of law as it may be his duty to enforce

## 6. Duties of the District Treasurer

In accordance with M.G.L. ch. 115 ss. 10 and 11 the treasurer shall:

- a. be appointed by the district board
- b. give to the district a bond, with a surety company authorized to transact business in the commonwealth as a surety, for the faithful performance of his duties as treasurer of the district in such sum and upon such condition as said district board may require
- c. disburse the money received under the provisions of section eleven upon warrants approved by the district board

## 7. Duties of the District Department

In accordance with M.G.L. ch. 115 ss. 13 and 14 and 108 CMR 12.01(2) – (4) the department shall:

- a. maintain a central office within the district to insure that veterans and their dependents will be able to contact and receive such proper advice and assistance by a district's director of veterans' services
- b. be encouraged to maintain satellite offices in the municipal buildings in other municipalities within said district where veterans and their dependents can meet in confidence with the district director
- c. in every central office maintained within the district, have the hours of operation be the hours of operation of the main municipal building of that municipality
- d. post conspicuously and make readily accessible in every office or municipal building: the name of the District Director, hours of operation, locations of every office within said district, and telephone numbers
- e. be under the general direction of the Secretary of Veterans' Services
- f. be physically located independently of, and separate and apart from, any other public or private agency, board, bureau, social agency, or society, except a department or agency disbursing aid or relief or veterans' benefits under this chapter (ch. 115)
- g. acquire and have on hand copies of current booklets and other printed matter pertaining to the statutory rights of veterans provided under state and federal laws
- h. call at anytime upon any department, board, division or commission of the commonwealth for such assistance as may be necessary in carrying out their functions
- i. work in close coordination with the existing federal agencies established for the aid of such veterans
- j. enlist the support of hospitals within their respective districts for carrying out the purposes of sections 10 to 14, inclusive

## 8. Duties of the Advisory Board

In accordance with M.G.L. ch. 115 s. 12 the advisory board shall:

- a. render such assistance to the director of veterans' services of the district relative to the provisions of this chapter (ch. 115), except as to sections one to nine, inclusive, as said director may request
- b. consist of not less than five nor more than fifteen residents of the district
- c. abide by the Secretary of Veterans' Services' formulations and published rules and regulations establishing in a general manner the types of persons, with respect to their occupations, professions and special skills, who may be appointed to such unpaid advisory boards

## 9. Duties of Every City or Town Treasurer within a District

In accordance with M.G.L. ch. 115 s. 11 every city or town treasurer within a district shall:

- a. be notified by the district board of apportionment of expenses of the district's director, deputy or assistant director, and department under charge of said director as determined by the district board
- b. once notified of said apportionment, annually in December, certify the amount of such apportionment to the board of assessors of his municipality, who shall include such amount in the tax levy of the following year

## 10. Withdrawal from a District:

In accordance with M.G.L. ch. 115 s. 10 any constituent city or town may withdraw from a district at the end of any fiscal year of such city or town if such withdrawal is voted in the manner

aforesaid not less than sixty days prior to the end of such fiscal year and notice of such vote is filed with the other municipalities comprising the district.

Finally, anyone contemplating, or participating, in the formation of a Veteran's Service District should familiarize himself with the following: Massachusetts General Laws Ch. 115, especially sections 10 – 14, and the Code of Massachusetts Regulations Chapter 108, especially 108 CMR 12.00 "Districts and Duties of Veterans' Agents," and 108 CMR 13.00 "Reimbursements to Municipalities Regulatory Authority."

Massachusetts General Laws and Code of Massachusetts  
Regulations to Consider When Forming a Veterans'  
District

**General Laws of Massachusetts**

**PART I.  
ADMINISTRATION OF THE GOVERNMENT**

**TITLE XVII.  
PUBLIC WELFARE**

**CHAPTER 115. VETERANS' BENEFITS**

**LOCAL DEPARTMENTS OF VETERANS' SERVICES**

Chapter 115: Section 10 Creation; directors; districts; treasurer of district

Section 10. The mayors of cities and the selectmen of towns, other than cities and towns which become part of a district as authorized by the second paragraph of this section, shall cause to be established and maintained in their respective cities and towns a department for the purpose of furnishing such information, advice and assistance to veterans and their dependents as may be necessary to enable them to procure the benefits to which they are or may be entitled relative to employment, vocational or other educational opportunities, hospitalization, medical care, pensions, and other veterans' benefits. Each department so established and maintained shall be known as the department of veterans' services, and the officer in charge thereof shall be known as the director of veterans' services. Such director and any assistant or deputy director appointed under this section or section eleven shall be a veteran and shall be appointed in a city by the mayor, with the approval of the city council, and in a town by the selectmen.

Two or more adjoining towns, or two or more adjoining municipalities only one of which is a city, may, in a city by vote of the city council thereof, and in a town by vote of the selectmen thereof, form a district for the purposes set forth in the first paragraph of this section, including the appointment and compensation of a director of veterans' services, for the enforcement therein of such purposes and of such other provisions of law as it may be his duty to enforce. Any constituent city or town by vote may withdraw from the district at the end of any fiscal year of such city or town if such withdrawal is voted in the manner aforesaid not less than sixty days prior to the end of such fiscal year and notice of such vote is filed with the other municipalities comprising the district.

The director of veterans' services of each district established under authority of the preceding paragraph shall, under the direction of the district board referred to in section eleven, perform the duties of his office in each of the municipalities comprising his district.

The treasurer of one of the municipalities comprising such district, designated by the district board thereof, shall be treasurer of the district and shall give to the district a bond, with a surety company authorized to transact business in the commonwealth as surety, for the faithful performance of his duties as treasurer of the district in such sum and upon such conditions as said district board may require. The district treasurer shall disburse the money received under the provisions of section eleven upon warrants approved by the district board.

General Laws of Massachusetts

PART I.  
ADMINISTRATION OF THE GOVERNMENT

TITLE XVII.  
PUBLIC WELFARE

CHAPTER 115. VETERANS' BENEFITS

LOCAL DEPARTMENTS OF VETERANS' SERVICES

Chapter 115: Section 11 District boards; powers; apportionment of expenses; payment of costs and expenses by district members

Section 11. In every district established under authority of section ten there shall be a board composed of the mayor or his designee of such city, if any, as may be included in the district and the chairman of the board of selectmen or its designee of each of the towns, if any, included in said district and the town manager or his designee in a municipality with a town council form of government, if any, included in said district. Said board shall appoint, fix the compensation of, and may remove the director of veterans services of said district. Said board may appoint, fix the salary of, and remove, a deputy or assistant to such director, if in the opinion of said board such an officer is necessary.

Said board may determine the expenses of said director and deputy or assistant and of the department under the charge of said director, and may apportion said expenses among the several municipalities comprising such district on the basis of the taxable valuation of said municipalities as last established by the general court as a basis of apportionment for state and county taxes, or on the basis of the population of each municipality in such district based on the most recent federal census, or by any other means determined by a unanimous vote of said board to be fair and equitable to each community. Said board shall promptly thereafter notify the treasurers of said municipalities of such apportionment. Every city or town treasurer so notified shall, annually in December, certify the amount of such apportionment to the board of assessors of his municipality, who shall include such amount in the tax levy of the following year.

Upon order of the district board the city or town treasurer of each of the constituent members of the district shall from time to time pay to the district treasurer a sum or sums not exceeding, in the aggregate, the amount certified by the board as its respective share of the costs and expenses of the district. In case a city or town becomes a member of a district at a time when it is too late to permit an assessment as provided by sections ten to fourteen, inclusive, such city or town may appropriate and pay to the district treasurer an amount representing its proportionate share of the expense of the district for the period ending December thirty-first in the year in which such city or town becomes a member of the district.

General Laws of Massachusetts

PART I.  
ADMINISTRATION OF THE GOVERNMENT

TITLE XVII.  
PUBLIC WELFARE

CHAPTER 115. VETERANS' BENEFITS

LOCAL DEPARTMENTS OF VETERANS' SERVICES

Chapter 115: Section 12 Advisory boards; duties; rules and regulations

Section 12. In each city, and in each town not included in a district established under section ten, and in each such district, there may be in the department of veterans' services an unpaid advisory board to be appointed, in cities by the mayor, in towns by the board of selectmen, and in districts by the district

board. Said advisory board shall render such assistance to the director of veterans' services of the municipality or district relative to the provisions of this chapter, except as to sections one to nine, inclusive, as said director may request. The commissioner is hereby authorized and directed to formulate and publish rules and regulations establishing in a general manner the types of persons, with respect to their occupations, professions and special skills, who may be appointed to such unpaid advisory boards. Every such advisory board shall consist of not less than five nor more than fifteen residents of the city, town or district, as the case may be.



**General Laws of Massachusetts**

**PART I.  
ADMINISTRATION OF THE GOVERNMENT**

**TITLE XVII.  
PUBLIC WELFARE**

**CHAPTER 115. VETERANS' BENEFITS**

**LOCAL DEPARTMENTS OF VETERANS' SERVICES  
Chapter 115: Section 13 Duties of departments**

Section 13. Said departments shall acquire and have on hand copies of current booklets and other printed matter pertaining to the statutory rights of veterans provided under state and federal laws. They may call at any time upon any department, board, division or commission of the commonwealth for such assistance as may be necessary in carrying out their functions. They shall also work in close coordination with existing federal agencies established for the aid of such veterans, and they shall enlist the support of hospitals within their respective communities or districts for carrying out the purposes of sections ten to fourteen, inclusive.

**General laws of Massachusetts**

**PART I.  
ADMINISTRATION OF THE GOVERNMENT**

**TITLE XVII.  
PUBLIC WELFARE**

**CHAPTER 115. VETERANS' BENEFITS**

**LOCAL DEPARTMENTS OF VETERANS' SERVICES**

**Chapter 115: Section 14 Control and direction of commissioner; separate and independent location**

Section 14. Departments established and maintained under sections ten to fourteen, inclusive, shall be under the general direction of the commissioner, and they shall be physically located independently of, and separate and apart from, any other public or private agency, board, bureau, social agency or society, except a department or agency disbursing aid or relief or veterans' benefits under this chapter.

## Section

- 12.01: Providing Required Services to the Veterans and Dependents
- 12.02: Prior Approval of Secretary Necessary to Form or Expand a District
- 12.03: Requirements of St. 1972, c. 471 for Full-time Veterans' Agents
- 12.04: Duties of Veterans' Agents

12.01: Providing Required Services to the Veterans and Dependents

- (1) The directors of veterans' services of every district shall perform the duties of their office in each of the municipalities comprising such district.
- (2) The Secretary requires every district, whether existing or newly formed, to maintain a central office within the district to insure that veterans and their dependents will be able to contact and receive such proper advice and assistance by a district's director of veterans' services.
- (3) Districts are encouraged to maintain satellite offices in the municipal buildings in other municipalities within said district where veterans and their dependents can meet in confidence with the district director.
- (4) In every central office maintained within the district, the hours of operation shall be the hours of operation of the main municipal building of that municipality. In every office or municipal building, the name of the District Director, hours of operation, locations of every office within said district, and telephone numbers shall be posted conspicuously and readily accessible for all to read.

12.02: Prior Approval of Secretary Necessary to Form or Expand a District

- (1) The Secretary, relying upon the statutory authority of M.G.L. c. 115, § 14, requires any municipalities contemplating the formation or expansion of a district to submit a request for approval prior to forming or expanding a district.
- (2) To provide a rational basis upon which the Secretary will consider any request for approval to form a district, the following information must be provided:
  - (a) the names of each municipality seeking to form a district,
  - (b) the population of each municipality,
  - (c) the position title of each person to be employed
  - (d) the central office location,
  - (e) any satellite office location, and
  - (f) hours of operation for the central office and every satellite office.

12.03: Requirements of St. 1972, c. 471 for Full-time Veterans' Agents

Notwithstanding any provision of the law to the contrary, any city or town having a population over 12,000 and having a part-time veterans' agent or part-time director or veterans' services shall, at the end of term of such agent or director, whether by resignation, retirement or otherwise, either join a veterans' service district in manner provided by M.G.L. c. 115 § 10, or appoint a full-time veterans' agent or director of veterans' services. These provisions shall not apply to any city or town so long as the incumbent of the office of part-time veterans' agent or part-time director of veterans' services holds such office by reappointment.

12.04: Duties of Veterans' Agents

- (1) With the approval of the Secretary, a municipality may assign non-veterans' business to full-time veterans' agents for the municipality, provided he or she is available to perform veterans' business during normal hours of town or city hall business. The full-time veterans' agent shall not hold any other full-time position in the municipality.

12.04: continued

(2) In addition to administering public assistance benefits under M.G.L. c. 115, the veterans' agent shall also assist veterans in obtaining VA compensation and pension.

(3) The veterans' agent shall furnish information, advice and assistance to veterans and their dependent to enable them to procure the benefits to which they are or may be entitled relative to employment, vocational or other educational opportunities, hospitalization, medical care, and other veterans' benefits.

(4) The veterans' agent shall acquire and have on hand copies of current booklets and other printed matter pertaining to statutory rights of veterans provided under state and federal laws. They shall also work in close coordination with existing federal agencies established for the aid of veterans, and they shall enlist the support of hospitals within their respective communities or districts for carrying out their mission.

#### REGULATORY AUTHORITY

108 CMR 12.00: M.G.L. c. 115, § 2 and c. 30A, § 3.

## Section

13.01: Requirements for Reimbursement to Municipalities

13.02: Secretary's Monthly Examination and Audit of VS-5s and VS-6s

13.03: Reimbursement of Flags Purchased for Veterans' Graves

13.01: Requirements for Reimbursement to Municipalities

- (1) Certification under the Penalties of Perjury. Pursuant to M.G.L. c. 115, § 6, the veterans' agent and the treasurer of each city or town shall submit a certification on Forms VS-5 and VS-6 within thirty days following the month in which expenditures for veterans' benefits and flags were made.
- (2) Form VS-5: A Form VS-5 requires:
  - (a) a summary of the monthly total, by category, of benefits expended by a city or town for veterans' benefits in a specific month,
  - (b) the number of cases charged for specific month,
  - (c) the total monthly amount, for all categories expended for veterans' benefits and
  - (d) the signatures of both the veterans' agent and the Treasurer on an affidavit, under oath and the penalties of perjury, that the persons listed on the attached VS-6 were aided according to the provisions of M.G.L. c. 115, and the sums of monies actually paid to or for each person listed.
  - (e) a negative VS-5 must be submitted in months when no benefits are paid.
- (3) Form VS-6: A Form VS-6 requires:
  - (a) the names of recipients,
  - (b) the amounts paid to or for each recipient,
  - (c) category or type of benefit for granting such benefits,
  - (d) the relationship of each recipient on account of whose service the benefits were granted, and
  - (e) such other details as the Secretary may require.

13.02: Secretary's Monthly Examination and Audit of VS-5s and VS-6s

- (1) DVS shall examine and audit the monthly submissions of the VS-5 and VS-6 from all municipalities and shall allow and endorse the amounts that have been properly paid by a municipality, authorized for reimbursement, and reported in accordance with the provisions of M.G.L. c. 115 § 6.
- (2) The Secretary decides upon the necessity of the amount paid in each case, and may allow any part thereof deemed proper and lawful. This amount will be reported back to the municipal treasurer on a "Summary of Requested Benefits VS-7" form. The VS-7 shall list the total amounts requested, the amount disallowed by name of recipient, a description of the benefit disallowed, and the total amount disallowed. Additionally, the VS-7 will reflect any VS-20B deductions as reported by the municipality for funds received as repayment of benefits.
- (3) Subject to such decision and allowance, DVS shall reimburse 75% of the amounts of veterans' benefits paid to applicants and recipients by the cities and towns wherein they reside. The Commonwealth shall pay to the cities and towns on or before November 10<sup>th</sup> of the following year.

13.03: Reimbursement of Flags Purchased for Veterans' Graves

M.G.L. c. 115, § 9, requires municipalities with cemeteries containing the remains of deceased veterans to place on their graves a flag of the United States on every Memorial Day. Subject to review of paid receipts and allowance, the Secretary shall reimburse, once a year, 75%.

- (1) The standard size flag for veterans' graves shall be determined by the municipality.

13.03: continued

- (2) The number of flags that shall be reimbursed shall not exceed 5% over the number of veterans' graves. Any excess flags purchased in one year must be saved and used in the following year.
- (3) The veterans' agent shall list the flags described herein on the last line of a VS-6, and attach a receipt for the flags purchased.

#### REGULATORY AUTHORITY

108 CMR 13.00: M.G.L. c. 115, §§ 2 & 6, and c. 30A, § 3.

# **Examples to Consider When Forming a Veterans' Service District**

The following are examples only and are not meant as mandatory applications of the formation or administrative actions of a Veterans' Service District. All of the following names and numbers are examples or fictional and are simply instructive as to how a Veterans' Service District has to establish and enact its administrative procedures.

## **Example:**

**Agreement between Two Contiguous  
Towns to Appoint One Person to Act as a  
Veteran's Agent and Apportion Expenses**





# TOWN OF EASTHAMPTON

TOWN HALL

EASTHAMPTON, MASSACHUSETTS 01027

Tel. (413) 527-0854

Reid S. Charles  
Town Administrator

AGREEMENT made this [REDACTED] day of [REDACTED] by and between the TOWNS of EASTHAMPTON and SOUTHAMPTON to enable the Director of Veterans' Services of the TOWN of EASTHAMPTON to perform the duties of the office in both municipalities.

These duties will be performed in the Easthampton office of the Director of Veterans' Services during regularly scheduled business hours or in either of the municipalities on evenings or weekends by appointment only.

Distribution of benefits payable under Massachusetts G.L. 115 to veterans of each community will be paid by the Treasurer of the community in which the veteran resides.

The seventy-five percent (75%) reimbursement of veterans' benefits from the State will be credited to that community which issued such benefits.

The Director of Veterans' Services will continue to be a full-time employee of the TOWN of EASTHAMPTON and will continue to be compensated as such.

The TOWN of SOUTHAMPTON will pay to the General Fund of the TOWN of EASTHAMPTON a quarterly payment based upon an annual amount agreed upon by both towns which, for FY 92 [REDACTED] This payment will represent compensation for the administrative, clerical and other costs incurred through this AGREEMENT.

This AGREEMENT will be subject to renewal on an annual basis and may be terminated by either town with thirty (30) days written notice.

TOWN OF EASTHAMPTON

by its Town Administrator:

TOWN OF SOUTHAMPTON

Board of Selectmen:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Example:**  
**List of Board of Directors and**  
**District Personnel**

Office Hours 8 to 4  
Friday 8 to 12  
Tele: 356-3915

**EASTERN ESSEX DISTRICT**  
**DEPARTMENT OF VETERANS' SERVICES**  
Town Hall Ipswich, Massachusetts 01938

**TERRANCE P. HART**  
District Director

**GEORGIA GADBOIS**  
Assistant

**BOARD OF DIRECTORS**

Updated as of 17 February 2004

Essex – Rolf Madsen, Selectman  
Georgetown – Paul Thompson, Selectman  
Hamilton – Paul Ricker, Selectman  
Ipswich – James Foley, Selectman  
Rowley – Attilio J. Paglia, Selectman  
Wenham – Donald Pickard, Selectman  
West Newbury - Richard Berkenbush, Past Selectman

Chairman – A. J. Paglia – Mr. Paglia was elected at the 2003 Annual Meeting to serve as Chairman of the Board of Directors during the upcoming year.

**DISTRICT PERSONNEL**

Director – Terrance P. Hart (Captain, USCG, Ret) – Selected to the position and began serving as District Director on July 1, 1999.

Assistant to the Director – Georgia Gadbois – Began working for the district in December 1985 as a bookkeeper/secretary. Designated as Assistant to the Director in 1994.

Treasurer – Cheryl J. Booth – Treasurer, Town of Hamilton. Mrs. Booth commenced serving as Treasurer for the District on January 1, 2004, when Mrs. Virginia Cleary was no longer able to continue in her duties.

**Example:**  
**Appointment of a District Treasurer**

Office Hours 8 to 4  
Friday 8 to 12  
Tele: 356-3915

**EASTERN ESSEX DISTRICT**  
**DEPARTMENT OF VETERANS' SERVICES**  
Town Hall Ipswich, Massachusetts 01938

**TERRANCE P. HART**  
District Director

**GEORGIA GADBOIS**  
Assistant

In accordance with MGL Chapter 115: Section 10, we the undersigned Board of Directors, do hereby appoint Mrs. Cheryl J. Booth, Treasurer of the Town of Hamilton, as Treasurer for the Eastern Essex District, Department of Veterans' Services to serve in the position for an indefinite period of time at the pleasure of the Board of Directors commencing January 1, 2004.

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Attilio J. Paglia, Chairman - Rowley

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Paul B. Thompson – Georgetown

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Richard Berkenbush – West Newbury

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Rolf Madsen – Essex

---

George Ricker – Hamilton

---

Donald Pickard - Wenham

---

James Foley – Ipswich

**Example:**  
**Acknowledgement, by Towns within a  
District, of Acceptance of an  
Administrative Budget**

# ADMINISTRATIVE BUDGET APPROVAL

## FY 2003 - 2004

This FY 2004 Administrative Budget for the Eastern Essex District Department of Veterans' Services has been reviewed in a posted, public meeting and agreed upon by the members of the Board of Directors' representatives of each community making up the Eastern Essex District. The signed budget document represents the approval of line item expenditures as shown. The assessments for each Town are as follows for FY 2003 - 2004 :

IPSWICH	28.47 %	\$ 34,589.63
HAMILTON	17.51 %	21,273.77
WENHAM	10.39 %	12,623.33
ESSEX	7.47 %	9,075.68
ROWLEY	11.36 %	13,801.83
GEORGETOWN	15.78 %	19,171.91
WEST NEWBURY	9.02 %	10,958.85
TOTAL	100 %	\$ 121,495.00

Assessments to the seven (7) member Towns have been predicated on the conscientious and accurate forecasts of needed revenue to meet the anticipated expenditures for Fiscal Year 2002 - 2003. (July 1, 2003 through June 30, 2004)

Approved and signed the \_\_\_\_\_ day of \_\_\_\_\_ 2003.

\_\_\_\_\_  
David Neill      Chairman, Board of Directors—Town of Hamilton

\_\_\_\_\_  
James Foley      Selectman—Town of Ipswich

\_\_\_\_\_  
Glenn Herrick      Selectman—Town of Wenham

\_\_\_\_\_  
Joseph Davis      Selectman—Town of Essex

\_\_\_\_\_  
Attilio J. Paglia      Selectman—Town of Rowley

\_\_\_\_\_  
Paul Thompson      Selectman—Town of Georgetown

\_\_\_\_\_  
Richard Burkenbush      Representative—Town of West Newbury

\_\_\_\_\_  
Acknowledged by Terrance Hart, Director  
Eastern Essex District Veterans' Services

**Example:**  
**Administrative Budget and Approval**



EASTERN ESSEX DISTRICT OF VETERANS, SERVICES

## PERSONNEL SERVICES

Salaries & Wages - Appointed Official

## District Director & Veterans' Agent

Terrance Hart

\$

Salaries & Wages - Permanent Wages

## Full Time Assistant/Secretary/Bookkeeper

# Georgia Gadbois

Salaries & Wages - Permanent Wages

Part Time Secretary - Hrs per week

Treasurer - Permanent Wages

## Writes Payroll Checks & Administrative Checks

Virginia Cleary - Ipswich Town Treasurer

PAYROLL ----- TOTALS

\$

## PURCHASE OF SERVICES

## Repair & Maintenance of Equipment

Copy machine, computers, calculators, typewriters \$

## & Furniture

## Professional & Technical Services

District Legal Counsel

## Professional Audit

## Communication - Telephone

Monthly charges for telephone lines, FAX lines

## & Computer Service

### Office Equipment

Typewriter, Computers, Xerox Machine, Fax etc.....

## ADMINISTRATIVE BUDGET

Line Item

FY 2000 - 2001

Maint. - Office Equipment

Legal Services

Audit Services

Telephone Expense

Office Supplies

Office Equipment

Travel Allowance - Director

Travel Allowance - Miscellaneuos

Dues & Subscriptions

Meetings

Rent

Essex Cty Retirement Board

Insurance

Health Insurance

Unemployment Fund

SS & Medicare Payments

TOTAL Expenses

0.00

0.00

Director - Salary

Secretary/Assistant - Salary

Secretary - Salary (Part Time)

Treasurer

TOTAL Salaries

0.00

0.00

GRAND TOTALS

0.00

## TOWN ASSESSMENTS FOR FY 2000 - 2001

Ipswich

Hamilton

Wenham

Essex

TOTAL

# ADMINISTRATIVE BUDGET APPROVAL

Revised FY 2001 - 2002

This Revised FY 2001 - 2002 Administrative Budget for the Eastern Essex District Department of Veterans' Services has been reviewed in a posted, public meeting and agreed upon by the members of the Board of Directors representatives of each community making up the Eastern Essex District. The signed revised budget document represents the approval of line item expenditures as shown. The assessments for each town will Not change from the original assessments dated 2/21/2001.

Assessments to the four (4) member Towns have been predicated on the conscientious and accurate forecasts of needed revenue to meet the anticipated expenditures for Fiscal Year 2001 - 2002 Revised (July 1, 2001 through June 30, 2002)

Based on Income of \$ 22,625.00 from the North Essex District (Georgetown, Rowley Groveland, Newbury and West Newbury).

Approved and signed the \_\_\_\_\_ day of \_\_\_\_\_ 2001.

Approved Revised FY 2001 -2002 Budget in the amount of \_\_\_\_\_

\_\_\_\_\_  
David Neill Chairman, Board of Directors-----Town of Hamilton

\_\_\_\_\_  
James Foley Selectman -----Town of Ipswich

\_\_\_\_\_  
Glenn Herrick Selectman -----Town of Wenham

\_\_\_\_\_  
Joseph Davis Selectman -----Town of Essex

\_\_\_\_\_  
Acknowledged by Terrance Hart, Director

**Example:**  
**Apportionment Based on Population**

TOWN	CLERK	2001 CENSUS	PERCENTAGE	ROUND OFF	BUDGET	APPORTIONMENT
Essex	Sally Souci	3500	0.074515648	0.074	127,550	9438.7
Georgetown	Jan McGrane	7400	0.157547371	0.158	127,550	20152.9
Hamilton	Theresa Fanning	8207	0.17472855	0.175	127,550	22321.25
Ipswich	Fran Richards	13435	0.286033638	0.286	127,550	36479.3
Rowley	Susan Hazen	5328	0.113434107	0.113	127,550	14413.15
Wenham	Frances Young	4873	0.103747073	0.104	127,550	13265.2
West Newbury	Louise Richards	4227	0.089993613	0.09	127,550	11479.5
<b>TOTALS</b>		46970	1	1		127550

# Example:

## Comparison of Apportionment Based on Population and Apportionment Based on Taxable Evaluations

### Example – Administrative Budget and Apportionment among the Towns within the District Based on Population of the Municipalities

Administrative Budget for FY	
Director's Salary	\$40,000
Deputy Director's Salary	\$20,000
Treasurer's Salary	\$500
Treasurer's Bond	\$300
Office Supplies and Printing	\$1,000
Postage	\$500
Conference, Meetings, Travel	<u>\$1,000</u>
<b>Total Expenses</b>	<b>\$63,300</b>

<b>Town</b>	<b>Population</b>	<b>Percentage</b>	<b>Apportioned Expense</b>
Northtown	1,000,000	68%	\$43,044
Southtown	60,000	4%	\$2,532
Eastown	80,000	5%	\$3,165
Westown	333,000	23%	\$14,559

**Example – Administrative Budget and Apportionment among the Towns within the District Based on Taxable Evaluation of the Municipalities**

Administrative Budget for FY	
Director's Salary	\$40,000
Deputy Director's Salary	\$20,000
Treasurer's Salary	\$500
Treasurer's Bond	\$300
Office Supplies and Printing	\$1,000
Postage	\$500
Conference, Meetings, Travel	<u>\$1,000</u>
 Total Expenses	 \$63,300

<b>Town</b>	<b>Assessment</b>	<b>Percentage</b>	<b>Apportioned Expense</b>
Northtown	\$30,000,000	67%	\$42,111
Southtown	\$4,000,000	9%	\$5,697
Eastown	\$700,000	2%	\$1,266
Westown	\$10,000,000	22%	\$13,926

**Example:**  
**Checklist for District Compliance with**  
**M.G.L. Chapter 115**



## District Compliance with c.115

### Towns Covered:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Select One:

- ☐ **Contiguous Towns**  
*created by vote of selectmen to appoint one VSO for the towns (c.115, s.2)*
- ☐ **District**  
*created by two or more adjoining towns or municipalities, only one of which is a city and voted on by the city council or selectmen to create the district (c.115, s.10)*

### District Board Members:

- ☐ The mayor (or his designee) of each city
- ☐ Chairman of the board of selectmen (or its designee) of each town
- ☐ Town manager (or his designee) of each municipality with a town council

### District Board Duties:

- ☐ Appoint the director of veterans services for the district
- ☐ Appoint a deputy or assistant to the director, if necessary
- ☐ Set the compensation of the above positions
- ☐ Determine the expenses of the department and the above positions
- ☐ Apportion the expenses among the municipalities as determined by:
1. the taxable valuation of the municipalities as last established by the general court
  2. population of each municipality based on the most recent federal census, or
  3. any other unanimously adopted means.
- ☐ Notify the treasurers of each city or town of the method of apportionment
- ☐ Every December, the treasurer of each city or town must certify the amount of the apportionment for their municipality and must include such amount in the tax levy for the following year.